

[CM/ECF - Change your Secondary Email Address](#)

1. Login to the CM/ECF Document Filing System: <https://ecf.nywb.uscourts.gov/>
2. Go to the blue bar at the top and click “Utilities”
3. Under the heading: “Your Account”, click “Maintain Your ECF Account”
4. Towards the bottom of the screen, click on “Email information”
5. Place a check mark in the box: “ to these additional addresses ”.
6. Enter additional email addresses. **Use a hard return between email addresses.**
7. Towards the bottom of the screen, click on “Return to Account screen”
8. Towards the bottom of the next screen, click on “Submit”
9. Towards the top of the next screen, click “Submit” **again**.

You **MUST** receive the following message: “The update was successful.....”.

If you do not receive the message, the changes will not be saved.

ECF Bankruptcy Adversary Query Reports Utilities S

E-mail information for testaty testaty

Primary e-mail address: william_powers@nywb.uscourts.gov

Send the notices specified below

☒ to my primary e-mail address

☒ to these additional addresses

johndoe@gmail.com
lynnsmith@hotmail.com

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for most modern email programs or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

Return to Account screen Clear

To update your “Primary e-mail address”, see instructions on our website at: www.nywb.uscourts.gov. Go to the heading: Forms > New York Western Procedural Forms > Procedures for Attorney Substitution and Change of Contact Information > Request for Change of Contact Information in ECF System